

**Administrative Board
February 13, 2026**

Minutes

Call to Order: The meeting was called to order at 2:01 p.m.

Attendance:

Board Members: Rob Dubow, Director of Finance; Adam Thiel, Managing Director

Non-Board Members: Lisa Swiatek; Janine LaBletta; Samuel Ritterman; Emily
Kauffman; Sarah Novak; Rose Smith-DiFrancesco; and Heather Fay

New Business

Agenda Item No. 1

Approval of Minutes of the January 9, 2026 meeting.

Agenda Item No. 2

Request for an 8-month extension of the Deferred Retirement Option Program (DROP) for Nathaniel Thomas, Electronic Technician Group Leader in the Office of Innovation and Technology.

This request was approved. A motion to approve this request passed with two votes.

Agenda Item No. 3

Request for a 12-month extension of the Deferred Retirement Option Program (DROP) for two additional sworn employees in the Philadelphia Police Department.

This request was approved. A motion to approve this request passed with two votes.

Agenda Item No. 4

Request from Candi Jones, Chief Human Resources Officer, for a waiver to allow non-city employees to be present in her City vehicle with her.

This request was approved. A motion to approve this request passed with two votes

Agenda Item No. 5

Request from the Finance Department to cover the full costs of the funeral services for deceased Streets Department employee, Timothy Sapp.

This request was approved. A motion to approve this request passed with two votes.

Agenda Item No.6

Request for an extension of the Deferred Retirement Option Program (DROP) for two additional employees in the Philadelphia Department of Prisons.

This request was approved. A motion to approve this request passed with two votes.

Agenda Item No. 7

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on January 21, 2026 and submitted for the approval of the Administrative Board.

This request was approved. A motion to approve this request passed with two votes.

Additional New/Old Business

Adjournment: The Administrative Board meeting was adjourned at 2:03 p.m.

Heather Fay-Stewart

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